



CASTROVILLE'S OLD FASHION CHRISTMAS 2017 RULES AND REGULATIONS

- **ALL ITEMS ON CHECKLIST MUST BE INCLUDED FOR ACCEPTANCE OF APPLICATION.** Applications must be completed in order to be considered. Please submit an exact description of merchandise and 2 photos representing what you plan to sell. ONE SELF ADDRESSED BUSINESS-SIZE (#10) STAMPED ENVELOPE FOR RETURN OF ACCEPTED CONTRACT SHOULD BE INCLUDED WITH THE INITIAL CONTRACT. Photos will not be returned. Photos may be emailed. *In the event you are unable to attend the event, your application fee will not be refunded. Applications will be processed in the order they are received.*
- Refunds will not be given in the event of inclement weather. Our event will go on “Rain or Shine”.
- The Chamber of Commerce will review all applications and photos to assure the quality and appropriateness of items to be sold. We may limit the number of vendors selling the same or similar products.
- Vendors are required furnish their own tables, chairs, decorations and canopies in case of inclement weather. No stakes can be used in the set up of your booth. Canopies must be sufficiently weighted to prevent them from blowing over. Vendors should set up **inside** the assigned space.
- Vendors who are registered for Friday night may begin setting up at 3pm on Friday. Security will be provided to protect your booth and merchandise overnight. Vendors for Saturday may begin setting up at 6am on Saturday morning.
- Booths must remain open from 6-10 pm on Friday night (for those setting up Friday night) and 9am-4pm on Saturday.
- All vehicles must be cleared from the square and surrounding streets by 5pm on Friday and 8am on Saturday. Please be set up at least a 1/2 hour prior to the advertised time of opening on both days. **No parking is allowed on the streets surrounding the Square.** A map showing where vendors are allowed to park will be included in the information mailed to vendors after the acceptance of the application. One parking permit per booth.
- **LIMITED ELECTRICAL OUTLETS ARE AVAILABLE ON HOUSTON SQUARE. Only one plug per vendor booth will be provided, Please limit your lighting to one or two lights.** Please no electric fans. In the event of cold weather, propane heaters are allowed.
- All food booths will be assigned spaces on the west side of the square and will be separated from craft/commercial vendors as much as possible. *You must provide your own generator or use gas generated stoves for cooking. . Electricity is provided for lighting only.* All food booths must have a food service permit on display and must comply with Texas Department of Health rules & regulations. Forms for the certificate are available through the Chamber of Commerce or the local Medina County Office (830) 741-6195. Non-profits are exempt from the fee but must still have a Health Certificate posted.
- Selling of raffle tickets and gambling are not allowed. Selling of alcoholic beverages or firearms is prohibited. Violators will be asked to leave the area and will not be allowed to return.
- Immediately after 4pm on Saturday you may start disassembling your booth. Please be respectful of others and do not let your vehicles idle while you are loading. **Please dispose of any trash in or around your space.** Large trash bins will be available around the square. Your space should be completely empty before you leave the event.
- Each vendor is responsible for collecting and reporting sales tax. A Texas Sales Tax permit may be obtained by calling or writing: State Comptroller of Public Accounts, 9514 Console, Suite 102, San Antonio, TX 78229. (210) 616-0067. Or go online to www.window.state.tx.us/taxpermit/. **The State Comptroller may be checking booths on the day of the event.** Please provide a copy of your certificate so it can be sent to their office for verification.
- **The Old Fashion Christmas Committee shall be the final authority on interpretation of the rules and regulations.**